



# LEDBURY TOWN COUNCIL

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**To: All members of Ledbury Town Council**

Dear Member,

**NOTICE IS HEREBY GIVEN** that a Meeting of the **Finance & General Purposes Committee** will be held in the Market House **on Thursday 5<sup>th</sup> June 2014** at 7.30pm. All Committee members are summoned to attend. The business to be transacted is set out in the agenda, which is detailed below.

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## A G E N D A

### 1. Apologies

To accept apologies for absence.

### 2. Interests

To receive declarations of interests in items on the agenda.

### 3. Public Participation

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman.

### 4. Minutes

4.1 To approve the Minutes of the Finance and General Purposes Committee meeting held on 20<sup>th</sup> March, 2014, as a correct record.

**Copies previously circulated**

4.2 To approve the Minutes of the Finance and General Purposes Committee meeting held on 8<sup>th</sup> May, 2014, as a correct record. **Copy herewith**

### 5. Financial Matters

5.1 To approve and adopt the Summary of Receipts and Payments from 1<sup>st</sup> April to 30<sup>th</sup> May 2014. **E.1**

5.2 To consider invoices for payment. (list to be circulated at the meeting)

5.3 Unspecified Grants: **EX06/14 E.2**  
To consider a grant application from Ledbury Community Choir.

5.4 To receive a report from the Internal Auditor relating to the internal audit for the year ended 31<sup>st</sup> March 2014. **E.3**

5.5 NALC Draft Financial Regulations **E.4**

To consider the new NALC draft Financial Regulations together with suggested changes as prepared by the Internal Auditor.

(Existing financial regulations were circulated at the Annual Council meeting on 8<sup>th</sup> May, 2014. Please contact the office if you require a replacement copy)

## **6. Risk Assessments**

To review the Risk Register.

(copies to be circulated via email; hard copies available on request)

## **7. Subscriptions**

7.1 To consider the renewal of the Town Council's annual subscription to 'Campaign to Protect Rural England (CPRE) in the sum of £36.

7.2 To consider the renewal of the Town Council's annual subscription to 'Cotswold Line Promotion Group' (CPLG) in the sum of £10.

7.3 To consider the renewal of the Town Council's annual subscription to 'Local Council Review (LCR) magazine in the sum of £17.

## **8. Parish and Town Council Member Allowances**

To consider whether the Town Council might wish to introduce an allowance scheme for Town Councillors.

Letter from Herefordshire Council.

**E.5**

## **9. Town Council Offices**

Ceremony Room

The approved premises licence for the Town Council offices expires on 30<sup>th</sup> September 2014. The Committee is requested to consider whether to renew the licence for Civil Marriage and Civil Partnership ceremonies.

## **10. Newsletter**

To consider arrangements for the August Newsletter page in the Ledbury Focus.

## **11. Herefordshire CCTV Service Level Agreement (SLA)**

To approve the SLA between Herefordshire Council and Ledbury Town Council for the purpose of providing CCTV equipment and monitoring to Ledbury town. The Agreement shall commence on 1<sup>st</sup> April 2014 and terminate on 31<sup>st</sup> March 2017.

**E.6**

**12. Values**

To note a report from a meeting held on 22<sup>nd</sup> May, 2014 and to consider any action required. **E.7**

**13. Outside Bodies**

13.1. To receive and note reports from Councillors who have attended meetings as a representative of Council.

- i) Notes from the HALC Executive Committee meeting held on 19<sup>th</sup> March 2014. (Cllr K Francis) **E.8**

13.2. Ledbury Rural Parishes Cluster Group

- i) To note the minutes of the Cluster Group meeting held on 13<sup>th</sup> March 2014. **E.9**
- ii) To review proposed changes to Terms of Reference (refer Minute item 7/3/14)
- iii) To note that the Cluster Group AGM will be held on Wednesday 11<sup>th</sup> June 2014 at Cradley Village Hall.

**14. Correspondence for information**

14.1 To note the following correspondence:-

- i) Thank you letter from Marches Family network for grant towards 2014 playschemes.
- ii) Thank you letter from the Visually Impaired Group (V.I.P.) Ledbury, for the grant towards a group outing.

14.2 To note a letter from Herefordshire Council regarding Parish Councillors' Declaration of Interests. **E.10**

**15. Date of next meeting and items for future agenda inclusion**

The next meeting of the Finance & General Purposes Committee will be held on 25<sup>th</sup> July, 2014.

Each Councillor is requested to use this opportunity to raise items for inclusion on future agendas. Councillors are respectfully reminded that this particular item is not an opportunity for debate or decision making.

*KJM*

Mrs K J Mitchell  
Clerk to the Council  
30<sup>th</sup> May, 2014

MEMBERS OF THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO  
ATTEND THIS MEETING

[www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)